

Essex Regional Retirement System Job Posting

The Essex Regional Retirement System is seeking a confidential **Executive Assistant**. The Executive Assistant reports directly to the Executive Director and provides general office administrative support. This position will also be responsible for reconciling bank statements, for posting a portion of the monthly deduction reports containing member contributions, and will provide logistical support for public and other meetings. The Executive Assistant will also be expected to attend Board meetings, Advisory Council meetings and other retirement system meetings as needed.

The starting salary range for this position is \$57,000.00 to \$59,000.00 per annum, depending upon qualifications. This is a salaried/exempt position.

Essential Responsibilities Include:

- Supports the Executive Director in managing the day-to-day operations of the retirement system. Represents the Executive Director with Board members, staff, member units, vendors, retirement system members and the general public.
- Coordinates activities and repairs with the property management firm responsible for the maintenance of the retirement system offices.
- Provide support to the Executive Director in the preparation for Board meetings, including the timely preparation of electronic meeting packets containing all relevant materials.
- Provide logistical support to the Executive Director for all Board, Advisory Council and other public meetings as directed. Responsible for assisting with the recording of votes, and other administrative matters during public meetings.
- Assists with the annual collection of wage information from the units for submission to PERAC as part of the MGL Chapter 91A earnings limitations reporting process.
- Responsible for the posting of a portion of the monthly deduction reports containing member contributions as assigned. Must ensure that all member contributions are posted to the correct annuity savings account.
- Provides administrative support for regular mailings to the 6,000 retirees and members of the retirement system, including annual member statements, retiree benefit and tax notices, etc.
- Performs monthly bank reconciliations of retirement system cash accounts. Coordinates the performance of the monthly bank reconciliations with the Director Finance.
- Supports the biennial distribution and receipt of the retiree & beneficiary affidavits.
- Greet visitors at the ERRS main office and directing them to the appropriate staff, open, date stamp and distribute mail, answer main phone line and distribute calls as appropriate.
- Communicates professionally, both verbally and in writing, with members of the retirement system and the general public.
- Retrieve and return files, maintain the file room in an orderly manner and ensure that all files are in the correct and proper location.

- Must be physically present in the office on a regular and timely basis and may be required to assist with opening, closing and securing the office as necessary.
- Perform related duties as assigned.

Qualifications for this position are:

- A minimum of three years of administrative experience in a professional office environment required. Previous executive support experience preferred.
- Excellent verbal and written communication skills required.
- Strong organizational skills required.
- Previous experience handling financial documents or performing calculations strongly preferred.
- Experience with Microsoft Office, particularly Word and Excel required.

Retirement system office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Interested candidates should send their cover letter and resume to Charles E. Kostro, Executive Director, at ckostro@essexrrs.org. Only electronic submissions will be accepted for this position. This position will remain opened until filled and interviews will begin on or about March 1, 2021.

The Essex Regional Retirement System is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees on the basis of race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status or any other characteristic protected by law. A background and reference check may be performed.